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## ARIZONA OFFICE OF HOMELAND SECURITY

### CHARTER

#### HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

**PURPOSE.** This Charter provides guidance and direction for the operation of Arizona's Homeland Security Regional Advisory Councils.

**SCOPE AND OBJECTIVES.** Five Advisory Councils shall be appointed by the Director of Arizona's Office of Homeland Security (AOHS), on behalf of the Governor. The five Councils shall be divided geographically as follows: (West) – Mohave, La Paz and Yavapai County boundaries; (North) – Coconino, Navajo and Apache County boundaries; (Central) – Maricopa (East) – Graham, Greenlee, Gila and Pinal County boundaries (South) – Pima, Santa Cruz, Cochise, and Yuma County boundaries. The Councils will serve the Director, AOHS in an advisory capacity to advance Arizona's State Homeland Security Strategy (SHSS).

#### **DUTIES.**

- 1) Develop, implement and maintain respective Regional Homeland Security Strategies.
- 2) Incorporate Arizona's SHSS into Council planning and processes.
  - a. Support and assist in implementation of Arizona's Comprehensive Statewide Risk Assessment.
  - b. Support and assist in implementation of equipment procurement through Arizona's Prime Vendor Program.
  - c. Support and assist an integrated regional approach to homeland security in Arizona.
- 3) Advise the Director, AOHS on all homeland security matters pertaining to respective regions through regional planner.
- 4) In conjunction with respective regional planner:
  - a. Establish baseline prevention and response capabilities through anchor cities consistent with state and regional plans.
  - b. Collaborate with other regional councils and organizations to ensure successful integration of programs and initiatives aimed at homeland security and securing Arizona.
- 5) Implement standard operating guidelines established by the AOHS.
- 6) Other duties and responsibilities as determined by the Director, AOHS.

**DURATION.** Continuing, until disbanded by the Director of the AOHS.

**TO WHOM COUNCIL REPORTS.** The Council will report to the Director, AOHS through respective regional planner.

**MEMBERSHIP.** The Council will consist of a total of ten members from residents of the state of Arizona: 2 members from fire service (1 urban, 1 rural); 1 police chief; 1 sheriff; 1 member from tribal government; 1 emergency manager; 1 mayor; 1 county supervisor; 2 at large members from the public and private sector (e.g. - medical, public health, information technology, agriculture, utilities); 1 ad hoc member from the Arizona Department of Public Safety. The at large disciplines for each region shall be decided upon by existing Advisory Council members. Each member shall reside in or have employment duties within the region to be served. Except for the Central Region, no region shall have membership that exceeds three individuals from any one county within its boundary. Tribal government members shall not be considered as a county representative.

The Director of AOHS will appoint each member for a one-year term.

Members may only be removed by the Director, AOHS for cause.

Members shall not hold membership with the Homeland Security Coordinating Council (HSCC) or the state's Technical Standards Committee (TSC).

**COUNCIL OFFICERS.** The full, ten member, Advisory Council will appoint a chairperson from the respective membership to oversee the operation and activities of each regional Advisory Council. Chairpersons will serve one-year terms. Once a chairperson's term has expired he or she cannot serve in that capacity in a consecutive year.

**SUBCOMMITTEES.** The Councils may create other subcommittees to address specific issues; the creation of subcommittees requires approval of the Director, AOHS.

**MEETINGS.** Councils will meet at least on a quarterly basis and as needed. Each meeting will be coordinated with respective regional planners. Meetings of the Advisory Councils are not subject to the Arizona Open Meeting Law. Members of the public may be invited to file statements with the Council and when appropriate may attend meetings by invitation from the Council.

A quorum exists when a majority of the appointed members are present. A quorum must exist for any official action, including voting. In any situation involving voting, the majority vote of members present will prevail. Telephonic voting is permissible. Voting by proxy is not permitted.

**REPORTS.** The Council shall provide detailed minutes of each meeting to the Director, AOHS through respective regional planners. The minutes contain a record of the persons present, a complete and accurate description of matters discussed and conclusions

reached. Repository for copies of all reports received, directed, issued or approved by the Council will be the AOHS.

**COSTS.** All members serve without compensation and on a voluntary basis.

**AVAILABILITY OF RECORDS.** All official meeting records, except for those containing classified, law enforcement sensitive documents, sensitive homeland security information, or critical infrastructure information shall be made available to the public when required by Arizona law.

**MODIFICATIONS.** Charter modifications require the approval of the Director, AOHS.

**FILING DATE.** September 11, 2004 is the effective date of this Charter, which will expire three years from this filing date unless terminated or extended by the Director, AOHS.